

S E C R E T

WEEKLY REPORT FOR SUPPLY GROUP FOR PERIOD
ENDING 20 DECEMBER 1988

See II P.

I. Status of Tasks Assigned by Senior Management:

A. The Chief, Supply Group met with all external Logistics Officers assigned to the DI, DS&T and DCI areas on 16 December to discuss their responsibilities in the area of property accountability. Twenty-six officers were in attendance. Officers having questions regarding specific accountability problems in their areas were encouraged to request a meeting with Supply Group who will work closely with these officers, providing guidance as needed.

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II. Major Events That Have Occurred During the Preceding Week:

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I. A member of Data Management Branch (DMB) held an Inventory Control System (ICS) for Users-Retrieval class on 14 December. In addition to the customary two-day presentation of the ICS class, this one-day session was established for those users that do not have update capabilities.

Three members of the Office of Medical Services (OMS) and one member of the Operations Support Branch (OSB) attended the new one-day course. The course supplied the students with a description of all the files within ICS, including a review of the data elements within each file. We also provided the necessary information needed to assist the students in structuring their own queries using these files. [REDACTED]

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M. On 13 December 1988, a member of Material Support Branch, Requirements Division, along with a representative from General Procurement, spoke before the DI/Automated Data Processing (DI/ADP) Contracting Officer's meeting at Headquarters. Information on processing Form 88's and hints on expediting the procurement process were provided. The meeting was attended by 41 participants from all sections of the DI/ADP procurement process including OIR/Logistics. [REDACTED]

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N. On 14 December 1988, a member of Material Support Branch (MSB), Requirements Division, visited African Logistics (AF/Logs) and discussed the reorganization structure of MSB and problem situations AF/Logs has encountered in the processing of Form 88's. Hints to help AF/Logs process its requisitions more efficiently were also provided. [REDACTED]

O. During the past two week period, new locations for 200 stock numbers were input into the Inventory Control System (ICS) while normal inventory tasks continued. Four items not on property records were identified as the result of the stock relocation program. Local disposal authority was obtained for three items. The fourth was forwarded to the technical office for classroom use. The four items found had been in stock for a period ranging from eight to thirteen years. Dollar value is estimated at \$1,000. [REDACTED]

P. On 13 December the Chief, Support Division met with Logistics Officers from East Asia and Information Management Staff, and on 16 December with Officers from the Office of Security, to discuss their individual property accountability problems. Each officer has been given appropriate guidance to assist them in solving problems such as administrative plans [REDACTED] inventory adjustment reports, government furnished equipment, and possibilities of automating records. [REDACTED]

Q. On 16 December, representatives of Supply Group, OTS Logistics, Audit Staff and OL/ADP Staff observed a demonstration of the Genasys Property Accounting System at the A.G.S. Genasys Corporation, Maryland. The system is a stand-alone system designed to provide inventory control for individual pieces of equipment. It is being evaluated for possible use by OTS Logistics in place of their current property accounting system. [REDACTED]

III. UPCOMING EVENTS:

IV. MANAGEMENT ACTIVITIES AND CONCERNS

None.